

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 20

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

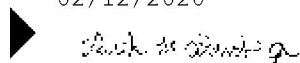
1. DATE OF ORDER 02/12/2020		2. CONTRACT NO. (If any) 68HERH19D0023		6. SHIP TO: a. NAME OF CONSIGNEE Multiple Destinations	
3. ORDER NO. 68HERH20F0149		4. REQUISITION/REFERENCE NO. PR-OCSPP-19-00431			
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS	
7. TO: (b)(4)				c. CITY	e. ZIP CODE
a. NAME OF CONTRACTOR EASTERN RESEARCH GROUP, INC.				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 110 HARTWELL AVE STE 1				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if anv. including delivery as indicated.	
d. CITY LEXINGTON		e. STATE MA	f. ZIP CODE 024213134		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP OPPT	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 112947395 (P2 HUB)Chemical Safety and Source Reduction Hub, Task Order 4 ----- COR/Invoice Approver: Scott Drewes Email: Drewes.scott@epa.gov Continued ...					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:					
	a. NAME	RTP Finance Center				\$230,702.00
	b. STREET ADDRESS (or P.O. Box)	US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts				\$1,063,813.00
	c. CITY Durham	d. STATE NC	e. ZIP CODE 27711			17(i) GRAND TOTAL

22. UNITED STATES OF
AMERICA BY (Signature)

02/12/2020



ELECTRONIC
SIGNATURE

23. NAME (Typed)
Derek Davis
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/12/2020	CONTRACT NO. 68HERH19D0023	ORDER NO. 68HERH20F0149
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Phone: (202)564-8833</p> <p>ALT COR: Brian Clapp Email: Clapp.brian@epa.gov Phone: (202)564-8838</p> <p>This Task Order is awarded in the amount of \$1,063,813.00. The Base Period is funded in the amount of \$230,702.00, which the contractor shall not exceed.</p> <p>TOCOR: Scott Drewes InvoiceApprover: Scott Drewes Admin Office: HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 02/11/2020 to 02/10/2021</p> <p>BASE PERIOD: Task 1 & 2 Support in Program Management and Support, Communications and Outreach, Training and Education, and Tool Development. Monthly reporting. Not to exceed (NTE): \$151,091.00 P.O.P: 2/11/2020 - 2/10/2021 Funded: \$151,091.00</p> <p>Delivery: 30 Days After Award Delivery Location Code: HPOD HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 USA Amount: \$151,091.00 Accounting Info: 19-20-B-69T-000C95-2505-TPTACZN-1969TV 0020-001 BFY: 19 EFY: 20 Fund: B Budget Org: 69T Program (PRC): 000C95 Budget (BOC): 2505 Cost: TPTACZN DCN - Line ID: 1969TV0020-001 Continued ...</p>				151,091.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$151,091.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/12/2020	CONTRACT NO. 68HERH19D0023	ORDER NO. 68HERH20F0149
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Funding Flag: Partial Funded: \$70,702.00 Accounting Info: 19-20-B-69T-000C95-2505-TPTAPZA-1969TV 0020-003 BFY: 19 EFY: 20 Fund: B Budget Org: 69T Program (PRC): 000C95 Budget (BOC): 2505 Cost: TPTAPZA DCN - Line ID: 1969TV0020-003 Funding Flag: Partial Funded: \$75,000.00 Accounting Info: 19-20-B-69T-000C95-2505-TPTACZT-1969TV 0020-002 BFY: 19 EFY: 20 Fund: B Budget Org: 69T Program (PRC): 000C95 Budget (BOC): 2505 Cost: TPTACZT DCN - Line ID: 1969TV0020-002 Funding Flag: Partial Funded: \$5,389.00					
0002	Option Period I: Task 1 & 2 Support in Program Management and Support, Communications and Outreach, Training and Education, and Tool Development. Monthly reporting. NTE: \$155,041.00 P.O.P: 2/11/2021 - 2/10/2022 (Option Line Item) 02/04/2021				Option	
0003	Option Period II: Task 1 & 2 Support in Program Management and Support, Communications and Outreach, Training and Education, and Tool Development. Monthly reporting. NTE: \$159,101.00 P.O.P: 2/11/2022 - 2/10/2023 (Option Line Item) 02/04/2022				Option	
0004	Option Period III: Task 1 & 2 Support in Program Management and Support, Communications and Outreach, Training and Education, and Tool Development. Monthly reporting. NTE: \$163,271.00 P.O.P: 2/11/2023 - 2/10/2024 Continued ...				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/12/2020	CONTRACT NO. 68HERH19D0023	ORDER NO. 68HERH20F0149
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0005	(Option Line Item) 02/04/2023 Optional Task 1 (BASE PERIOD) NTE: \$50,991.00 P.O.P: 2/11/2020 - 2/10/2021 Funded: \$50,991.00 Delivery: 30 Days After Award Delivery Location Code: OCSPP DC OCSPP DC USEPA OCSPP (Division), MC: RM: WJC East Building 1201 Constitution Ave, NW Washington DC 20004 USA Amount: \$50,991.00 Accounting Info: 19-20-B-69T-000C95-2505-TPTACZT-1969TV 0020-002 BFY: 19 EFY: 20 Fund: B Budget Org: 69T Program (PRC): 000C95 Budget (BOC): 2505 Cost: TPTACZT DCN - Line ID: 1969TV0020-002 Funding Flag: Complete Funded: \$50,991.00				50,991.00	
0006	Optional Task 1 (Option Period I) NTE: \$52,346.00 P.O.P: 2/11/2021 - 2/10/2022 (Option Line Item) 02/10/2022				Option	
0007	Optional Task 1 (Option Period II) NTE: \$53,734.00 P.O.P: 2/11/2022 - 2/10/2023 (Option Line Item) 02/11/2022				Option	
0008	Optional Task 1 (Option Period III) NTE: \$55,161.00 P.O.P: 2/11/2023 - 2/10/2024 (Option Line Item) 02/10/2024 Continued ...				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$50,991.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/12/2020	CONTRACT NO. 68HERH19D0023	ORDER NO. 68HERH20F0149
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0009	Optional Task 2 (Base Period) NTE: \$21,858.00 P.O.P: 2/11/2020 - 2/10/2021 Delivery: 30 Days After Award Delivery Location Code: OCSPP DC OCSPP DC USEPA OCSPP (Division), MC: RM: WJC East Building 1201 Constitution Ave, NW Washington DC 20004 USA Amount: \$21,858.00 Accounting Info: 19-20-B-69T-000C95-2505-TPTACZT-1969TV 0020-002 BFY: 19 EFY: 20 Fund: B Budget Org: 69T Program (PRC): 000C95 Budget (BOC): 2505 Cost: TPTACZT DCN - Line ID: 1969TV0020-002 Funding Flag: Complete Funded: \$21,858.00				21,858.00	
0010	Optional Task 2 (Option Period II) NTE: \$23,027.00 P.O.P: 2/11/2022 - 2/10/2023 (Option Line Item) 02/11/2023				Option	
0011	Optional Task 2 (Option Period III) NTE: \$23,637.00 P.O.P: 2/11/2023 - 2/10/2024 (Option Line Item) 02/10/2024				Option	
0012	Optional Task 2 (Option Period I) NTE: \$22,436.00 P.O.P: 2/11/2021 - 2/10/2022 (Option Line Item) 02/11/2022				Option	
0013	Optional Task 3 (BASE PERIOD) NTE: \$31,750.00 Continued ...				6,762.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$28,620.00

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02/12/2020	CONTRACT NO. 68HERH19D0023	ORDER NO. 68HERH20F0149
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>P.O.P: 2/11/2020 - 2/10/2021 Funded: \$6,762.00</p> <p>Delivery: 30 Days After Award Delivery Location Code: OCSPP DC OCSPP DC USEPA OCSPP (Division), MC: RM: WJC East Building 1201 Constitution Ave, NW Washington DC 20004 USA Amount: \$31,750.00 Accounting Info: 19-20-B-69T-000C95-2505-TPTACZT-1969TV 0020-002 BFY: 19 EFY: 20 Fund: B Budget Org: 69T Program (PRC): 000C95 Budget (BOC): 2505 Cost: TPTACZT DCN - Line ID: 1969TV0020-002 Funding Flag: Complete Funded: \$6,762.00</p>					
0014	<p>Optional Task 3 (OPTION PERIOD I) NTE: \$32,588.00 P.O.P: 2/11/2021 - 2/10/2022 (Option Line Item) 02/10/2022</p>				Option	
0015	<p>Optional Task 3 (OPTION PERIOD II) NTE: \$33,450.00 P.O.P: 2/11/2022 - 2/10/2023 (Option Line Item) 02/11/2022</p>				Option	
0016	<p>Optional Task 3 (OPTION PERIOD III) NTE: \$34,331.00 P.O.P: 2/11/2023 - 2/10/2024 (Option Line Item) 02/11/2024</p> <p>The obligated amount of award: \$230,702.00. The total for this award is shown in box 17(i).</p>				Option	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	



ENVIRONMENTAL PROTECTION AGENCY

**Chemical Safety and Source Reduction Hub, Contract
No. 68HERH19D0023**

Statement of Work

Project Title: Webinars, Affinity Group Support and Other Outreach

1. STATEMENT OF WORK

1.1. Background and Purpose

EPA's Office of Pollution Prevention & Toxics (OPPT) Pollution Prevention (P2) Program uses a multi-pronged approach to promote pollution prevention, including; implementing the Pollution Prevention Act (PPA), Executive Orders, and EPA P2 policies; supporting P2 grantee technical assistance programs; measuring results; and promoting other related EPA P2 voluntary programs, including Environmentally Preferable Purchasing (EPP), Green Chemistry, Safer Choice, and voluntary environmental standards development for green products.

OPPT's P2 Program and initiatives promote actions to eliminate or reduce pollution at its source. EPA supports state and tribal technical assistance programs (TAPs) through grants, to offer technical assistance to businesses and facilities seeking specific information about source reductions opportunities. TAPs help companies conserve energy and other resources, reduce hazardous wastes in their manufacturing facilities, reduce the costs of compliance with environmental requirements, lower costs and increase their profits. TAPs often identify applicable grants and incentives and quantify opportunities into financial terms. EPA can assist TAPs by providing them with sector-based best practices, measurement tools and calculators, source reduction opportunities at facilities, funding opportunities, and publicly available information reported to EPA.

The P2 grant program reduces millions of pounds of pollution, a million metric tons of carbon dioxide equivalents and nearly a billion gallons of water use every year. The P2 program measures results to determine the success of technical assistance or training efforts. Grantees must report on outcomes achieved across all media. Translating source reduction activities into reportable outcomes requires careful consideration of technical matter, data sources, and regulatory policy.

OPPT's P2 program also helps the federal government "buy green" and works with a variety of non-governmental standards developers to promote the development of voluntary consensus standards for environmentally preferable goods and services. The process of developing a standard responds to market need, relies on expert technical guidance, and reinforces the highest quality outputs.

1.2 Scope of Work

As required by the PPA, the OPPT's P2 Program works with businesses, states and other partners to encourage and facilitate businesses to adopt P2 approaches through the development and delivery of P2 information and tools, technical assistance, the funding and facilitation of P2 innovations; and the sharing and amplification of those innovations so that others can replicate those approaches and outcomes. In this regard, through this Task Order (TO), OPPT's P2 program is seeking contractor support in the following areas:

1. Program Management and Support
2. Communications and Outreach
3. Training and Education
4. Tool Development

1.3 Tasks

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the TO's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

Task 1: Communications and Outreach (Contract SOW Task 10 and Task 7)

The contractor shall establish and maintain a national program network for information exchange among a variety of stakeholders, including P2 Grant recipients, Federal, state, and local government agencies, as well as businesses and non-profits. The contractor shall employ several strategies to build the network, including but not limited to those discussed in the subtasks below.

The contractor shall ensure, where appropriate, that communications products or services procured under this task order are included in the Product Review Tracking System (PROTRAC). EPA uses PROTRAC to monitor the concept proposal, development, review and approval of EPA print, infographics, audio, video and social media content/products. PROTRAC ensures all content created is consistent, appropriate and in alignment with current agency messages. More information about EPA's communication product reviews can be found at <https://www.epa.gov/product-review>.

Subtask 1.1: Webinar Support and Trainings (Contract SOW Task 10 and Task 7)

The contract shall organize up to 15 webinars per year. The contractor shall ensure access and use of an appropriate webinar platform that facilitates interactive webinars, allows users to register for the webinar, and automates calendar invites. The contractor shall provide staff to run the webinars, including facilitation any interaction among participants (ex. polling), taking attendance records, taking notes, and tracking questions. The contractor shall ensure webinars are recorded and posted on the EPA website. The contractor shall also ensure webinars are 508 compliant prior to posting on the EPA website. The contractor shall perform outreach among identified stakeholder groups to advertise the webinars. The contractor shall identify potential speakers, and schedule any speakers invited to participate.

EPA will provide webinar topics via technical direction. The schedule for webinar delivery will be determined in coordination between EPA and the contractor. The contractor shall assume that they will be tasked with developing webinar content. Where feasible, webinars should include opportunities for interactive discussions, and may include lightening round and/or peer-to-peer learning sessions.

Possible topics could include:

- P2 program design training (common P2 approaches e.g. what makes a good leadership program, how to set up an effective internship program, SOPs for site visits)
- P2 101 training
- Marketing and Community Based Social Marketing training – how to reach potential clients and clients overcome barriers
- Industry specific training
- Grants management and reporting training for grantees
- How to use Qilksense, ECHO, TRI and other databases to target facilities for TA, or to ID P2 opportunities prior to a facility visit.
- Developing an effective P2 case study

- Environmental Finance Options

1.1.1 Deliverables

- 1.1.1.1 Monthly Webinar Activities Report documenting contractor support for this sub-task
- 1.1.1.2 Performance of webinars and posting of web

1.1.2 Acceptance Criteria

- 1.1.2.1 Reports are thorough, accurate, and submitted on time.
- 1.1.2.2 Webinars are completed and posted to the EPA website according to specifications above and the agreed upon schedule.
- 1.1.2.3 Webinars must be 508 compliant and ready for posting 14 days after the webinar has been produced.

Subtask 1.2: Affinity Group Support (Contract SOW Task 10)

The contractor shall pull together and facilitate affinity groups of P2 grant recipients. Each affinity groups shall be focused on supporting grant recipients who may be working on same NEA and/or sector, may be using a common program approach (for example, leadership programs), or have other common interests. The contractor shall develop opportunities for grantees to share approaches, discuss lessons learned, and leverage expertise through conference calls, video conferences, workgroups or other formats.

For the purposes of cost estimates, the contractor shall assume that up to 6 meetings will be organized per month. Some meetings will be one-time; others will be regular. The contractor will be provided with a list of invitees. The contractor shall set up the invitation, solicit feedback on agendas, facilitate the meetings, and take notes. The contractor shall propose agenda items and content, as well as means to engage stakeholders and/or provide content at meetings.

1.2.1 Deliverables

- 1.2.1.1 Affinity Group Monthly Status report

1.2.2 Acceptance Criteria

Report is thorough, accurate, and submitted on time.

Subtask 1.3: Newsletters, Fact Sheets and other Communications Products (Contract SOW Task 10)

Upon request of the EPA, the contractor shall develop communication materials and products to support webinars, affinity groups, and the P2 program more broadly. The contractor may be tasked with ensuring communication products are available in a variety of languages, based on the needs of states, TAPs, businesses, and other stakeholders.

The contractor shall develop and maintain a directory of P2 providers. The P2 providers may be P2 grantees or local, state, and/or regional organizations providing P2 technical assistance. The directory shall be made available on EPA's website. The contractor shall maintain, update, and curate a P2-listserv, and a web-based calendar of P2 meetings and events. At the request of the

EPA, the contractor shall develop and implement a communication plan for P2 Week. The communication plan may employ social media and other platforms.

At the request of the EPA, the contractor shall develop and deploy newsletters, factsheets, other information products, and social medial tools to get information out to P2 stakeholders. EPA anticipates requesting the contractor develop one to two information products each quarter.

1.3.1 Deliverables

1.4.1.1 Communications report monthly update

1.4.1.2 At the request of EPA, communication products

1.3.2 Acceptance Criteria

Report and communication products are accurate and submitted on time.

Task 2: Program Management and Support (Contract SOW Task 1)

The contractor shall provide program management support by providing a comprehensive and standardized monthly report created in coordination with the TOCOR/ATOCOR. The report will include the deliverables completed, descriptions of all work, and additional reporting requirements, as described under the tasks listed above.

Monthly reports shall also include all items listed in the contract document under clause F-2 EPAAR 1552.211-72 Monthly Progress Report. Monthly reports are due by the fifteenth (15th) of the following month.

The Contractor shall also provide TO project management support, including but not limited to, the following:

- a. The contractor shall assign a Task Order project manager to the task order. The TO project manager shall track and provide updates on progress on tasks in this task order. The task order project manager shall meet with TOCOR/ATOCOR, at a minimum, on a biweekly basis to provide updates, receive technical direction, and discuss potential risks to successful execution.
- b. A comprehensive and standardized monthly report shall be created in coordination with the TOCOR/ATOCOR and shall include, at a minimum:
 - i. A list and brief description of deliverables completed and services, rendered
 - ii. An account of travel conducted (if applicable);
 - iii. Direct costs, hours and dollars expended;
 - iv. The balance of hours and dollars remaining under TO ceilings for the current contract year;
 - v. Identification of problems (or issues that may or have impacted work performance) encountered and recommended solutions;
 - vi. Anticipated activities and deliverables for the next reporting period;
 - vii. Projected costs for the upcoming reporting period.
- c. An annual summary report that shall include the following: a summary of services completed and delivered under the appropriate tasks/subtasks, dates of providing services for each task/subtask, dollars and hours spent on each task and/or project as stipulated under this TO.

2.1.1 Deliverables

- 2.1.1.1 Contract level monthly reports
- 2.1.1.2 TO level monthly reports
- 2.1.1.3 TO level annual reports
- 2.1.1.4 Bi-weekly meetings with TOCOR/ATOCOR and TO project manager

2.1.2 Acceptance Criteria

Deliverables must be thorough, accurate, and submitted on time.

1.4 Optional Tasks

This section defines optional requirements of this task order, including tasks (or subtasks) may be performed and deliverables or services that may be provided to meet the TO's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

Optional Task 1: P2 Tools and Calculators (Contract SOW Task 9)

At EPA's request, the contractor shall develop new P2 benefits tools and calculators or updates to existing P2 tools and calculators to improve data integrity and outcome values. The contractor shall propose ways to improve the calculators so that they are easier to use and understand. The contractor shall assess the need for standardized metrics for P2 impacts assessments and incorporate standards into the calculators. The contractor shall propose and, at EPA's request, implement options for hosting P2 calculators. For any tools that the contractor updates, the contractor shall provide documentation and update any user guides.

Examples of potential projects include:

1. At the request of EPA, the calculator shall update the P2 Cost Calculator and P2 GHG Calculator with current national and state market data for grid electricity, water, waste treatment, permit charges and surcharges for regulated releases. The Cost Calculator and GHG Calculator are both Microsoft Excel-based. The GHG tool, among other things, puts EPA's Office of Air and Radiation's eGRID data (on energy mix in states and correlated MTCO₂e impacts) into a project format. The Cost tool uniquely covers the broad range of grantee implementation steps. The GHG tool embeds applicable cost formulas, allowing users to see side by side the cost savings from their MTCO₂e reductions via background electricity conversions.

The GHG tool must allow users to:

- Choose their state and see their input values for selected units displayed;
- See their GHG reductions calculated and displayed in MTCO₂e, based on updated state eGRID values;
- Verify that the state eGRID values have been updated.
- See that their cost savings associated with any inputs in the tabs for electricity conservation, green energy, stationary sources,* mobile sources,* and water conservation, based on updated pricing values. (*Certain stationary and mobile sources are excluded from cost savings calculations.)
- Verify that the default pricing values have been updated.

2. At the request of the EPA, the contractor shall thoroughly review the Water Effluent calculations in the Microsoft Excel-based P2 Hazardous Substances, Pollutants and Contaminants ("Hazardous") Calculator.

The contractor shall examine the two key factors affecting the design and calculations, unique to the water medium: the layers of water infrastructure and the effluent measurement methodologies used in permit reporting. The contractor shall assess whether EPA identify the right types of water discharges? Are there formulas that we could install on the back end? Should EPA instead direct users to enter calculations based on a facility's permit-reporting methodology? Should EPA address pre-treatment issues more directly?

User of the Water Effluent calculator must be able to choose their state, as applicable, and see their input values for selected units displayed; can see their cost savings calculated and displayed, based on updated default pricing values; verify that default pricing values have been updated; verify in the Reference tab that default pricing values have been updated.

3. Environmental financing may provide opportunities financing environmental improvements requiring significant capital expenditures at reduced rates (compared to currently available commercial debt for these kinds of investments). EPA is interested in identifying and sharing information about financing solutions. P2 program practitioners have observed that small- and medium-size businesses typically lack the capital needed to make innovative changes in their operations, even when return-on-investment (ROI) and payback periods are promising. More frequently, businesses have been observed to take smaller, common-sense steps to improve efficiency – projects with relatively quick ROI and minimal/small capital expenditures have limited impacts on source reduction (e.g., light switch-outs, insulation improvements, sealing leaks, etc.). Increasing awareness of, and access to, financing options for P2 can help to lower barriers to capital investment for innovative, business based P2 improvements.

The contractor shall explore the development of an environmental finance tool and/or refinement of existing environmental calculators or tools. The tool would be designed to organize, analyze, and/or generate cost data, cash flows, and financial indicators for pollution investments by small and medium size businesses. Based on user interests and needs, the contractor may propose addition functionality. The contractor shall also propose options for the tool platform (ie web-based application, excel spreadsheet, etc.) such that it is widely available for stakeholders employing a variety of computer systems.

If EPA determines, based on the information provided by the contractor, that the development of an environmental finance tool is feasible, the contractor shall develop an Environmental Finance Tool (EFT) project plan. The plan shall provide a timeline for the development of the tool and resources required. The contractor shall provide monthly status reports on progress of the tool. Upon completion, the contractor shall provide a final report and users guide.

OT.1.1 Deliverables

- OT.1.1.1 P2 Tool Project Plan
- OT.1.1.2 P2 Tool Development Monthly reports
- OT.1.1.3 EFT Final report and User Guide
- OT.1.1.4 Update User Guides, as appropriate

OT.1.2 Acceptance Criteria

- O.T.1.2.1 Reports are thorough, accurate, and submitted on time
- O.T.1.2.2 Tools meet user criteria specified above

Optional Task 2: Industry and Trade Association Partnerships (Contract SOW Task 10)

The contractor shall support the development of partnerships with industry and trade associations to promote the adoption of pollution prevention strategies by the business community. The contractor shall

identify regional or national trade associations that share common goals with the P2 program. The contractor shall assess the benefits to the industry and trade associations, and to the agency. The contractor shall develop messaging and communications materials and identify points of contact at candidate partner organizations. The contractor shall propose strategies to maintain and reinforce the value of the partnerships. The contractor shall develop a Partnership Development Strategic Plan to document the information collected under this subtask.

OT.2.1 Deliverables

OT.2.1.1 Partnership Development Monthly Status Reports

OT.2.1.2 Partnership Development Strategic Plan

OT.2.2 Acceptance Criteria

Reports are thorough, accurate, and submitted on time

Optional Task 3: Research and Analysis (Contract SOW Task 5)

Throughout the period of performance of this task order, the contractor shall provide research and analysis to support the P2 programs. Topics of interest include but are not limited to: business and market trends; economic and policy analysis; reviews of eco-labels and standards; environmental practice; and different aspects of EPA's P2 grant program.

EPA anticipates requiring up to 10 requests for research and analysis of varying degrees of complexity in support of this subtask. The contractor shall document their findings through memos, reports, or other appropriate means.

OT.3.1 Deliverables

OT.4.1.1 Memos, reports, or other documentation of research findings

OT.3.2 Acceptance Criteria

Reports are thorough, accurate, and submitted on time.

1.5 Reporting Requirements and Deliverables

The contractor shall prepare a Quality Assurance Project Plan for appropriate tasks under this task order.

For most deliverables, the EPA TOCOR/ATOCOR will assign tentative due dates and instructions when work is routed to the Contractor. If within three business days, the contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement. The contractor shall provide a recommended format for all deliverables.

The contractor shall provide a monthly technical and financial progress report as per the contract clause F.3 1552.211-72 MONTHLY PROGRESS REPORT (JUN 1996) and Subtask 6 of this task order.

The report shall be submitted on or before the 15th business day of each month (following the completion of the first reporting period), with a copy provided (preferably by email) to the EPA Contract level COR and TOCOR/ATOCOR. Any new reporting needs found may be requested by technical direction to the degree permissible under the task order. Unless otherwise specified all monthly reports are due on or before the 15th business day of the month.

SCHEDULE OF DELIVERABLES:

NUMBER	DELIVERABLE TITLE	DELIVERABLE FREQUENCY	FORMAT
1.1.1.1	Webinar Activity Monthly Report	Monthly	As directed by TOCOR/ATOCOR.
1.1.1.2	Webinars	Monthly, and/or as directed by TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
1.2.1.1	Affinity Group Status Report	Monthly	As directed by TOCOR/ATOCOR.
1.3.1.1	Communications Monthly report	Monthly	As directed by TOCOR/ATOCOR.
1.3.1.2	Communications products	As directed by TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
2.1.1.1	Contract Level Monthly Reports	Monthly	As directed by TOCOR/ATOCOR.
2.1.1.2	TO Level Monthly Reports	Monthly	As directed by TOCOR/ATOCOR.
2.1.1.3	TO Level Annual Reports	Annually, within 30 days of the end of each period of the performance.	As directed by TOCOR/ATOCOR.
OT.1.1.1	P2Tool Project Plan	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
OT.1.1.2	P2 Tool Monthly Reports	Monthly	As directed by TOCOR/ATOCOR.
OT.1.1.3	P2 Tool Final Report and User Guide	Within two weeks upon completion of project	As directed by TOCOR/ATOCOR.
OT.2.1.1	Partnership Development Monthly Report	Monthly	As directed by TOCOR/ATOCOR.
OT.2.1.2	Partnership Development Strategic Plan	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
OT.3.1.1	Research Memos, Reports, or other Documentation	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.

1.6 Acceptable Quality Level for Tasks

See Attachment: Quality Assurance Surveillance Plan

1.7 Period of Performance

The period of performance of this task order is:

Base: 2/11/2020 - 2/10/2021
Option 1: 2/11/2021 - 2/10/2022
Option 2: 2/11/2022 - 2/10/2023
Option 3: 2/11/2023 - 2/10/2024

1.8 Task Order Type: Time & Materials

1.9 Place of Performance

Work may be performed at the contractor's work-site, unless requested by the TOCOR/ATOCOR or required by travel. Work meetings may be conducted via teleconference, unless requested by the TOCOR/ATOCOR.

1.10 Onboarding

Contractors may be required to go through EPA's onboarding process. Contractors who are authorized to work by EPA's Personnel Security Branch will be added to the contract. To avoid a delay in resource assignment for new or replaced staff, the Contractor should ensure personnel have the necessary background to receive a successful pass through EPA's fingerprinting and background check.

2. TASK ORDER ADMINISTRATION DATA

2.1 Contract Administration Representatives

Contracting Officer: Derek Davis, davis.derek@epa.gov

Contract Level Contracting Officer's Representative: Scott Drewes, drewes.scott@epa.gov

Task Order Contracting Officer's Representative (TOCOR)

Scott Drewes

Office of Environmental Information

1200 Pennsylvania Ave NW

Washington DC 20640

Mail Code: 7409M

Phone: (202) 564-8833

E-mail: drewes.scott@epa.gov

Alternate Task Order Contracting Officer's Representative (ATOCOR)

Brian Clapp

Office of Environmental Information

1200 Pennsylvania Ave, NW

Washington, DC 20460

Mail Code: 7409M

Phone: (202) 564-8846

E-mail: clapp.brian@epa.gov

2.2 INVOICING

Invoices shall be submitted in accordance with contract clause G.3 EPAAR 1552.232-70 SUBMISSION OF INVOICES. (JUN 1996) - ALTERNATE I (JUN 1996).

3. EPA-J-52-101 LIST OF ATTACHMENTS

QUALITY ASSURANCE SURVEILLANCE PLAN

ATTACHMENT 1

QUALITY ASSURANCE SURVEILLANCE PLAN

PERFORMANCE REQUIREMENT	PERFORMANCE MEASURE (PM)	PERFORMANCE STANDARD	SURVEILLANCE METHOD
<p><u>MANAGEMENT AND COMMUNICATION:</u></p> <p>The contractor shall maintain contact with the EPA CO, COR, and TOCOR/ATOCOR throughout the performance of the contract.</p>	<p>Contractor shall immediately bring potential problems to the appropriate EPA personnel and shall recommend actions that would mitigate or resolve the problem.</p>	<p>Issues that impact project schedules and costs shall be brought to the attention of the EPA within 3-days of occurrence.</p>	<p>All active task orders will be reviewed by the EPA to identify unreported issues.</p>
<p><u>TIMELINESS:</u></p> <p>For every Task Order awarded establishing a firm, specific delivery date for the generation of a report, the contractor shall deliver such report to the COR, TOCOR/ATOCOR no later than the time specified in the order's PWS.</p>	<p>Deliverables and related work must comply with contractual timeliness requirements. The contractor will be evaluated on its responsiveness to all task orders.</p>	<p>95% of all deliverables and related work shall be completed on time within task schedule and/or tech. direction requirements.</p>	<p>100% inspection of all deliverables and related work by the OCOR/ATOCOR; TOCOR/ATOCOR will document the timeliness of all work requirements.</p>
<p><u>TECHNICAL QUALITY:</u></p> <p>For every task order awarded, the analyses conducted by the contractor shall be factual, defensible, credible, and based on sound scientific methods. All data shall be collected from reputable sources and quality assurance measures shall be conducted in accordance with the agency requirements outlined in the task orders.</p>	<p>All deliverables and related work must be complete, accurate, thorough, and professionally credible.</p>	<p>Data are 100% accurate; review demonstrates a high level of expertise and credibility. Task Orders shall be conducted in strict conformance with approved QA plans. Outputs shall withstand internal review by the US EPA.</p>	<p>EPA Staff will conduct secondary reviews of work completed by the contractor. Feedback will be provided.</p>

Clause List

52.217-8 Option To Extend Services. (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the expiration date of the contract.

(End of clause)

52.217-9 Option To Extend the Term of the Contract. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 5 calendar days before the expiration of this contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 years.

(End of clause)

EPA-B-32-103 LIMITATION OF GOVERNMENT'S OBLIGATION

(a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items 0001 through 0016 are severable and may be incrementally funded. For these items, the sum of **\$230,702.00** of the total price is presently available for payment and allotted to this contract.

(b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.

(c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least ____ 5 days prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate ____ 85 percent of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."

(d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this

clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.

(e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.

(f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.

(g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".

(h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

RECAPITULATION:

PRIOR AMOUNT	THIS MOD	NEW AMOUNT
-----------------	-------------	---------------

Base Period

Total Maximum Amount: **\$1,063,813.00**

Funded Amount: **\$230,702.00**

EPA-H-42-102 UTILIZATION OF FEDCONNECT FOR CONTRACT ADMINISTRATION

EPA will utilize the FedConnect® web portal in administering this contract. The contractor must be registered in FedConnect® and have access to the FedConnect website located at <https://www.fedconnect.net/Fedconnect/>. For assistance in registering or for other FedConnect® technical questions please call the FedConnect® Help Desk at (800) 899-6665 or email at fcsupport@unisonglobal.com.
End of clause

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
						1 19	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
P00001		See Block 16C		PR-OCSP-20-00429			
6. ISSUED BY		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
HPOD							
HPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460							
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)				(x)			
EASTERN RESEARCH GROUP, INC.							
Attn: (b)(4)							
110 HARTWELL AVE STE 1							
LEXINGTON MA 024213134							
CODE		FACILITY CODE		9A. AMENDMENT OF SOLICITATION NO.			
112947395							
				9B. DATED (SEE ITEM 11)			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				68HERH19D0023			
				68HERH20F0149			
				10B. DATED (SEE ITEM 13)			
				02/12/2020			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)				Net Increase:		\$125,000.00	
See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
DUNS Number: 112947395							
The purpose of this modification is to 1.) Increase the Ceiling for CLIN 0001, CLIN 0005 and CLIN 0013 2.) Add funding to Fund CLIN 0001, CLIN 0005 and CLIN 0013 and 3.) Incorporate the attached EPA Blanket modification signed by Raoul Scott on August 11, 2020. All other terms and conditions remain the same.							
TOCOR: Scott Drewes Invoice Approver: Scott Drewes							
LIST OF CHANGES:							
Reason for Modification: Other Administrative Action							
Total Amount for this Modification: \$124,243.00							
New Total Amount for this Award: \$1,188,056.00							
Obligated Amount for this Modification: \$125,000.00							
Continued ...							
Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Kathleen Rechenberg			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				Kathleen Rechenberg (Signature of Contracting Officer)		09/15/2020 (Signature of Contracting Officer)	
(Signature of person authorized to sign)							

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH20F0149/P00001	PAGE	OF
		2	19

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Obligated Amount for this Award: \$355,702.00 Incremental Funded Amount changed: from \$6,762.00 to \$333,844.00 CHANGES FOR LINE ITEM NUMBER: 1 Description changed from BASE PERIOD: Task 1 & 2 Support in Program Management and Support, Communications and Outreach, Training and Education, and Tool Development. Monthly reporting. Not to exceed (NTE): \$151,091.00 P.O.P: 2/11/2020 - 2/10/2021 Funded: \$151,091.00 to BASE PERIOD: Task 1 & 2 Support in Program Management and Support, Communications and Outreach, Training and Education, and Tool Development. Monthly reporting.</p> <p>Total Amount changed from \$151,091.00 to \$217,796.00 Obligated Amount for this Modification: \$66,705.00 Incremental Funded Amount changed from \$0.00 to \$217,796.00</p> <p>CHANGES FOR DELIVERY LOCATION: HPOD Amount changed from \$151,091.00 to \$217,796.00</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-69T-000C95-2505-TPTACZN-2069TE1007-001 Beginning Fiscal Year 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Cost Organization TPTACZN DCN-LineID 2069TE1007-001 Quantity: 0 Amount: \$30,000.00 Percent: 0 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-69T-000C95-2505-TPTACZT-2069TE1007-002 Beginning Fiscal Year 20 Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH20F0149/P00001	PAGE	OF
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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Cost Organization TPTACZT DCN-LineID 2069TE1007-002 Quantity: 0 Amount: \$36,705.00 Percent: 0 Subject To Funding: N Payment Address:</p> <p>CHANGES FOR LINE ITEM NUMBER: 5 Description changed from Optional Task 1 (BASE PERIOD) NTE: \$50,991.00 P.O.P: 2/11/2020 - 2/10/2021 Funded: \$50,991.00 to Optional Task 1 (BASE PERIOD)</p> <p>Total Amount changed from \$50,991.00 to \$58,387.00 Obligated Amount for this Modification: \$7,396.00 Incremental Funded Amount changed from \$0.00 to \$58,387.00</p> <p>CHANGES FOR DELIVERY LOCATION: OCSPP DC Amount changed from \$50,991.00 to \$58,387.00</p> <p>CHANGES FOR ACCOUNTING CODE: 19-20-B-69T-000C95-2505-TPTACZT-1969TV0020-002 Percent changed from 100 to 0</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-69T-000C95-2505-TPTACZN-2069TE1007-001 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Cost Organization TPTACZN DCN-LineID 2069TE1007-001 Quantity: 0 Amount: \$7,396.00 Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH20F0149/P00001	PAGE	OF
		4	19

NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Percent: 0 Subject To Funding: N Payment Address:</p> <p>CHANGES FOR LINE ITEM NUMBER: 13 Description changed from Optional Task 3 (BASE PERIOD) NTE: \$31,750.00 P.O.P: 2/11/2020 - 2/10/2021 Funded: \$6,762.00 to Optional Task 3 (BASE PERIOD)</p> <p>Total Amount changed from \$31,750.00 to \$81,892.00 Obligated Amount for this Modification: \$50,899.00 Incremental Funded Amount changed from \$6,762.00 to \$57,661.00</p> <p>CHANGES FOR DELIVERY LOCATION: OCSPP DC Amount changed from \$31,750.00 to \$81,892.00</p> <p>CHANGES FOR ACCOUNTING CODE: 19-20-B-69T-000C95-2505-TPTACZT-1969TV0020-002 Amount changed from \$31,750.00 to \$6,762.00 Percent changed from 100 to 0</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-69T-000C95-2505-TPTACZN-2069TE1007-001 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Cost Organization TPTACZN DCN-LineID 2069TE1007-001 Quantity: 0 Amount: \$12,604.00 Percent: 0 Subject To Funding: N Payment Address:</p> <p>NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-69T-000C95-2505-TPTATZT-2069TE1007-003 Beginning FiscalYear 20 Ending Fiscal Year 21 Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 68HERH19D0023/68HERH20F0149/P00001	PAGE	OF
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NAME OF OFFEROR OR CONTRACTOR
EASTERN RESEARCH GROUP, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Cost Organization TPTATZT DCN-LineID 2069TE1007-003 Quantity: 0 Amount: \$25,000.00 Percent: 30.52801 Subject To Funding: N Payment Address: NEW ACCOUNTING CODE ADDED: Account code: 20-21-B-69T-000C95-2505-TPTACZT-2069TE1007-002 Beginning FiscalYear 20 Ending Fiscal Year 21 Fund (Appropriation) B Budget Organization 69T Program (PRC) 000C95 Budget (BOC) 2505 Job # (Site/Project) Cost Organization TPTACZT DCN-LineID 2069TE1007-002 Quantity: 0 Amount: \$13,295.00 Percent: 0 Subject To Funding: N Payment Address: Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711 Period of Performance: 02/11/2020 to 02/10/2021				



ENVIRONMENTAL PROTECTION AGENCY

**Chemical Safety and Source Reduction Hub, Contract
No. 68HERH19D0023
PWS REVISION 1**

Project Title: Webinars, Affinity Group Support and Other Outreach

1. STATEMENT OF WORK

1.1. Background and Purpose

EPA's Office of Pollution Prevention & Toxics (OPPT) Pollution Prevention (P2) Program uses a multi-pronged approach to promote pollution prevention, including; implementing the Pollution Prevention Act (PPA), Executive Orders, and EPA P2 policies; supporting P2 grantee technical assistance programs; measuring results; and promoting other related EPA P2 voluntary programs, including Environmentally Preferable Purchasing (EPP), Green Chemistry, Safer Choice, and voluntary environmental standards development for green products.

OPPT's P2 Program and initiatives promote actions to eliminate or reduce pollution at its source. EPA supports state and tribal technical assistance programs (TAPs) through grants, to offer technical assistance to businesses and facilities seeking specific information about source reductions opportunities. TAPs help companies conserve energy and other resources, reduce hazardous wastes in their manufacturing facilities, reduce the costs of compliance with environmental requirements, lower costs and increase their profits. TAPs often identify applicable grants and incentives and quantify opportunities into financial terms. EPA can assist TAPs by providing them with sector-based best practices, measurement tools and calculators, source reduction opportunities at facilities, funding opportunities, and publicly available information reported to EPA.

The P2 grant program reduces millions of pounds of pollution, a million metric tons of carbon dioxide equivalents and nearly a billion gallons of water use every year. The P2 program measures results to determine the success of technical assistance or training efforts. Grantees must report on outcomes achieved across all media. Translating source reduction activities into reportable outcomes requires careful consideration of technical matter, data sources, and regulatory policy.

OPPT's P2 program also helps the federal government "buy green" and works with a variety of non-governmental standards developers to promote the development of voluntary consensus standards for environmentally preferable goods and services. The process of developing a standard responds to market need, relies on expert technical guidance, and reinforces the highest quality outputs.

1.2 Scope of Work

As required by the PPA, the OPPT's P2 Program works with businesses, states and other partners to encourage and facilitate businesses to adopt P2 approaches through the development and delivery of P2 information and tools, technical assistance, the funding and facilitation of P2 innovations; and the sharing and amplification of those innovations so that others can replicate those approaches and outcomes. In this regard, through this Task Order (TO), OPPT's P2 program is seeking contractor support in the following areas:

1. Program Management and Support
2. Communications and Outreach
3. Training and Education
4. Tool Development

1.3 Tasks

This section defines the requirements of this task order, including tasks (or subtasks) to be performed and deliverables or services to be provided to meet the TO's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

Task 1: Communications and Outreach (Contract SOW Task 10 and Task 7)

The contractor shall establish and maintain a national program network for information exchange among a variety of stakeholders, including P2 Grant recipients, Federal, state, and local government agencies, as well as businesses and non-profits. The contractor shall employ several strategies to build the network, including but not limited to those discussed in the subtasks below.

The contractor shall ensure, where appropriate, that communications products or services procured under this task order are included in the Product Review Tracking System (PROTRAC). EPA uses PROTRAC to monitor the concept proposal, development, review and approval of EPA print, infographics, audio, video and social media content/products. PROTRAC ensures all content created is consistent, appropriate and in alignment with current agency messages. More information about EPA's communication product reviews can be found at <https://www.epa.gov/product-review>.

Subtask 1.1: Webinar Support and Trainings (Contract SOW Task 10 and Task 7)

The contract shall organize up to 15 webinars per year. The contractor shall ensure access and use of an appropriate webinar platform that facilitates interactive webinars, allows users to register for the webinar, and automates calendar invites. The contractor shall provide staff to run the webinars, including facilitation any interaction among participants (ex. polling), taking attendance records, taking notes, and tracking questions. The contractor shall ensure webinars are recorded and posted on the EPA website. The contractor shall also ensure webinars are 508 compliant prior to posting on the EPA website. The contractor shall perform outreach among identified stakeholder groups to advertise the webinars. The contractor shall identify potential speakers, and schedule any speakers invited to participate.

EPA will provide webinar topics via technical direction. The schedule for webinar delivery will be determined in coordination between EPA and the contractor. The contractor shall assume that they will be tasked with developing webinar content. Where feasible, webinars should include opportunities for interactive discussions, and may include lightening round and/or peer-to-peer learning sessions.

Possible topics could include:

- P2 program design training (common P2 approaches e.g. what makes a good leadership program, how to set up an effective internship program, SOPs for site visits)
- P2 101 training
- Marketing and Community Based Social Marketing training – how to reach potential clients and clients overcome barriers
- Industry specific training
- Grants management and reporting training for grantees
- How to use Qilksense, ECHO, TRI and other databases to target facilities for TA, or to ID P2 opportunities prior to a facility visit.

- Developing an effective P2 case study
- Environmental Finance Options

The contractor shall also develop up to 3 training modules at the direction of EPA. The modules may be coordinated with a webinar topic or may be on different P2 topic. Prior to developing training the modules, the contractor shall consult with EPA on the subject matter, identification of the audience, and type of training module that is most appropriate for the selected audience. In addition, prior to developing the module, the contractor shall provide EPA with an estimate of the proposed training cost and development, including the including timeline, any pre-requisites the audience would be expected to be knowledgeable of, and any requirements a prospective person taking the training would need (for example, IT requirements for web-based training modules).

1.1.1 Deliverables

1.1.1.1 Monthly Webinar Activities Report documenting contractor support for this sub-task

1.1.1.2 Performance of webinars and posting of web

1.1.2 Acceptance Criteria

1.1.2.1 Reports are thorough, accurate, and submitted on time.

1.1.2.2 Webinars are completed and posted to the EPA website according to specifications above and the agreed upon schedule.

1.1.2.3 Webinars must be 508 compliant and ready for posting 14 days after the webinar has been produced.

Subtask 1.2: Affinity Group Support (Contract SOW Task 10)

The contractor shall pull together and facilitate affinity groups of P2 grant recipients. Each affinity groups shall be focused on supporting grant recipients who may be working on same NEA and/or sector, may be using a common program approach (for example, leadership programs), or have other common interests. The contractor shall develop opportunities for grantees to share approaches, discuss lessons learned, and leverage expertise through conference calls, video conferences, workgroups or other formats.

For the purposes of cost estimates, the contractor shall assume that up to 6 meetings will be organized per month. Some meetings will be one-time; others will be regular. The contractor will be provided with a list of invitees. The contractor shall set up the invitation, solicit feedback on agendas, facilitate the meetings, and take notes. The contractor shall propose agenda items and content, as well as means to engage stakeholders and/or provide content at meetings.

1.2.1 Deliverables

1.2.1.1 Affinity Group Monthly Status report

1.2.2 Acceptance Criteria

Report is thorough, accurate, and submitted on time.

Subtask 1.3: Newsletters, Fact Sheets and other Communications Products (Contract SOW Task 10)

Upon request of the EPA, the contractor shall develop communication materials and products to support webinars, affinity groups, and the P2 program more broadly. The contractor may be tasked with ensuring communication products are available in a variety of languages, based on the needs of states, TAPs, businesses, and other stakeholders.

The contractor shall develop and maintain a directory of P2 providers. The P2 providers may be P2 grantees or local, state, and/or regional organizations providing P2 technical assistance. The directory shall be made available on EPA's website. The contractor shall maintain, update, and curate a P2-listserv, and a web-based calendar of P2 meetings and events. At the request of the EPA, the contractor shall develop and implement a communication plan for P2 Week. The communication plan may employ social media and other platforms.

The P2 program is also in the midst of its 30 year anniversary. The contractor shall develop and implement a communication strategy for the 30th anniversary. The strategy should build on and coordinate with the P2 week communication strategy. The communication plan for the 30th anniversary, should it be approved by the senior leadership, will also include a story-map or other web-based depiction of the history of the P2 program.

At the request of the EPA, the contractor shall develop and deploy newsletters, factsheets, other information products, and social medial tools to get information out to P2 stakeholders. EPA anticipates requesting the contractor develop one to two information products each quarter.

1.3.1 Deliverables

- 1.4.1.1 Communications report monthly update
- 1.4.1.2 At the request of EPA, communication products

1.3.2 Acceptance Criteria

Report and communication products are accurate and submitted on time.

Task 2: Program Management and Support (Contract SOW Task 1)

The contractor shall provide program management support by providing a comprehensive and standardized monthly report created in coordination with the TOCOR/ATOCOR. The report will include the deliverables completed, descriptions of all work, and additional reporting requirements, as described under the tasks listed above.

Monthly reports shall also include all items listed in the contract document under clause F-2 EPAAR 1552.211-72 Monthly Progress Report. Monthly reports are due by the fifteenth (15th) of the following month.

The Contractor shall also provide TO project management support, including but not limited to, the following:

- a. The contractor shall assign a Task Order project manager to the task order. The TO project manager shall track and provide updates on progress on tasks in this task order. The task order project manager shall meet with TOCOR/ATOCOR, at a minimum, on a biweekly basis to provide updates, receive technical direction, and discuss potential risks to successful execution.

- b. A comprehensive and standardized monthly report shall be created in coordination with the TOCOR/ATOCOR and shall include, at a minimum:
 - i. A list and brief description of deliverables completed and services, rendered
 - ii. An account of travel conducted (if applicable);
 - iii. Direct costs, hours and dollars expended;
 - iv. The balance of hours and dollars remaining under TO ceilings for the current contract year;
 - v. Identification of problems (or issues that may or have impacted work performance) encountered and recommended solutions;
 - vi. Anticipated activities and deliverables for the next reporting period;
 - vii. Projected costs for the upcoming reporting period.
- c. An annual summary report that shall include the following: a summary of services completed and delivered under the appropriate tasks/subtasks, dates of providing services for each task/subtask, dollars and hours spent on each task and/or project as stipulated under this TO.

2.1.1 Deliverables

2.1.1.1 Contract level monthly reports

2.1.1.2 TO level monthly reports

2.1.1.3 TO level annual reports

2.1.1.4 Bi-weekly meetings with TOCOR/ATOCOR and TO project manager

2.1.2 Acceptance Criteria

Deliverables must be thorough, accurate, and submitted on time.

1.4 Optional Tasks

This section defines optional requirements of this task order, including tasks (or subtasks) may be performed and deliverables or services that may be provided to meet the TO's Objectives. The contractor shall address these requirements in the Technical Approach section of their proposal.

Optional Task 1: P2 Tools and Calculators (Contract SOW Task 9)

At EPA's request, the contractor shall develop new P2 benefits tools and calculators or updates to existing P2 tools and calculators to improve data integrity and outcome values. The contractor shall propose ways to improve the calculators so that they are easier to use and understand. The contractor shall assess the need for standardized metrics for P2 impacts assessments and incorporate standards into the calculators. The contractor shall propose and, at EPA's request, implement options for hosting P2 calculators. For any tools that the contractor updates, the contractor shall provide documentation and update any user guides.

Examples of potential projects include:

1. At the request of EPA, the calculator shall update the P2 Cost Calculator and P2 GHG Calculator with current national and state market data for grid electricity, water, waste treatment, permit charges and surcharges for regulated releases. The Cost Calculator and GHG Calculator are both Microsoft Excel-based. The GHG tool, among other things, puts EPA's Office of Air and Radiation's eGRID data (on energy mix in states and correlated MTCO₂e impacts) into a project format. The Cost tool uniquely covers the broad range of grantee implementation steps. The GHG tool embeds applicable cost formulas, allowing users to see side by side the cost savings from their MTCO₂e reductions via background electricity conversions.

The GHG tool must allow users to:

- Choose their state and see their input values for selected units displayed;
- See their GHG reductions calculated and displayed in MTCO₂e, based on updated state eGRID values;
- Verify that the state eGRID values have been updated.
- See that their cost savings associated with any inputs in the tabs for electricity conservation, green energy, stationary sources,* mobile sources,* and water conservation, based on updated pricing values. (*Certain stationary and mobile sources are excluded from cost savings calculations.)
- Verify that the default pricing values have been updated.

2. At the request of the EPA, the contractor shall thoroughly review the Water Effluent calculations in the Microsoft Excel-based P2 Hazardous Substances, Pollutants and Contaminants (“Hazardous”) Calculator. The contractor shall examine the two key factors affecting the design and calculations, unique to the water medium: the layers of water infrastructure and the effluent measurement methodologies used in permit reporting. The contractor shall assess whether EPA identify the right types of water discharges? Are there formulas that we could install on the back end? Should EPA instead direct users to enter calculations based on a facility’s permit-reporting methodology? Should EPA address pre-treatment issues more directly?

User of the Water Effluent calculator must be able to choose their state, as applicable, and see their input values for selected units displayed; can see their cost savings calculated and displayed, based on updated default pricing values; verify that default pricing values have been updated; verify in the Reference tab that default pricing values have been updated.

3. Environmental financing may provide opportunities financing environmental improvements requiring significant capital expenditures at reduced rates (compared to currently available commercial debt for these kinds of investments). EPA is interested in identifying and sharing information about financing solutions. P2 program practitioners have observed that small- and medium-size businesses typically lack the capital needed to make innovative changes in their operations, even when return-on-investment (ROI) and payback periods are promising. More frequently, businesses have been observed to take smaller, common-sense steps to improve efficiency – projects with relatively quick ROI and minimal/small capital expenditures have limited impacts on source reduction (e.g., light switch-outs, insulation improvements, sealing leaks, etc.). Increasing awareness of, and access to, financing options for P2 can help to lower barriers to capital investment for innovative, business based P2 improvements.

The contractor shall explore the development of an environmental finance tool and/or refinement of existing environmental calculators or tools. The tool would be designed to organize, analyze, and/or generate cost data, cash flows, and financial indicators for pollution investments by small and medium size businesses. Based on user interests and needs, the contractor may propose addition functionality. The contractor shall also propose options for the tool platform (ie web-based application, excel spreadsheet, etc.) such that it is widely available for stakeholders employing a variety of computer systems.

If EPA determines, based on the information provided by the contractor, that the development of an environmental finance tool is feasible, the contractor shall develop an Environmental Finance Tool (EFT) project plan. The plan shall provide a timeline for the development of the tool and resources required. The contractor shall provide monthly status reports on progress of the tool. Upon completion, the contractor shall provide a final report and users guide.

3. P2 grant recipients are required to submit facility level data to EPA. The facility level data summarizes the pollution prevention recommendations, and expected outcomes, made by a grantee to the facility. In addition, grantees are required to follow-up with the facility to confirm whether the recommendations had been adopted, and what the outcomes were. Grant recipient report this information to EPA via spreadsheets.

Upon the request of the EPA, the contractor shall assess the feasibility of developing, and, if feasible, develop a tool, in MS Excel, MS ACCESS, or similar commercial spreadsheet application, to aggregate and consolidate the reports submitted to EPA by the grantees.

OT.1.1 Deliverables

OT.1.1.1 P2 Tool Project Plan

OT.1.1.2 P2 Tool Development Monthly reports

OT.1.1.3 EFT Final report and User Guide

OT.1.1.4 Update User Guides, as appropriate

OT.1.2 Acceptance Criteria

O.T.1.2.1 Reports are thorough, accurate, and submitted on time

O.T.1.2.2 Tools meet user criteria specified above

Optional Task 2: Industry and Trade Association Partnerships (Contract SOW Task 10)

The contractor shall support the development of partnerships with industry and trade associations to promote the adoption of pollution prevention strategies by the business community. The contractor shall identify regional or national trade associations that share common goals with the P2 program. The contractor shall assess the benefits to the industry and trade associations, and to the agency. The contractor shall develop messaging and communications materials and identify points of contact at candidate partner organizations. The contractor shall propose strategies to maintain and reinforce the value of the partnerships. The contractor shall develop a Partnership Development Strategic Plan to document the information collected under this subtask.

OT.2.1 Deliverables

OT.2.1.1 Partnership Development Monthly Status Reports

OT.2.1.2 Partnership Development Strategic Plan

OT.1.2 Acceptance Criteria

Reports are thorough, accurate, and submitted on time

Optional Task 3: Research and Analysis (Contract SOW Task 5)

Throughout the period of performance of this task order, the contractor shall provide research and analysis to support the P2 programs. Topics of interest include but are not limited to: business and market trends; economic and policy analysis; reviews of eco-labels and standards; environmental practice; and different aspects of EPA's P2 grant program.

EPA anticipates requiring up to 10 requests for research and analysis of varying degrees of complexity in support of this subtask. The contractor shall document their findings through memos, reports, or other appropriate means.

EPA is requesting support for analyzing P2 and Source Reduction Assistance (SRA) grant results. The contractor shall consolidate and tally grant report information submitted by grantees upon the completion of the grant period. The contractor will perform quality checks on the submitted data to ensure its completeness and thoroughness. The contractor may also be tasked with assisting grantees with completing reporting forms and submitting reports. The contractor shall also develop a summary report of results by state, region, and country. The contract shall consult with EPA regarding the specific items to be covered in the report.

EPA is also requesting support for the development of an Information Collection Request (ICR), which will allow the P2 program to collect information from P2 Grant recipients using a specific form. As part of the ICR, EPA is required to estimate the burden on recipients for using the form, as well as for the Agency to make collect and use the data. Through this task, the contact shall assist EPA with developing the required burden estimates, and other aspects of the ICR as directed.

OT.3.1 Deliverables

OT.4.1.1 Memos, reports, or other documentation of research findings

OT.3.2 Acceptance Criteria

Reports are thorough, accurate, and submitted on time.

1.5 Reporting Requirements and Deliverables

The contractor shall prepare a Quality Assurance Project Plan for appropriate tasks under this task order.

For most deliverables, the EPA TOCOR/ATOCOR will assign tentative due dates and instructions when work is routed to the Contractor. If within three business days, the contractor expresses no concern regarding the due date; the date shall be deemed settled by tacit agreement. The contractor shall provide a recommended format for all deliverables.

The contractor shall provide a monthly technical and financial progress report as per the contract clause F.3 1552.211-72 MONTHLY PROGRESS REPORT (JUN 1996) and Subtask 6 of this task order.

The report shall be submitted on or before the 15th business day of each month (following the completion of the first reporting period), with a copy provided (preferably by email) to the EPA Contract level COR and TOCOR/ATOCOR. Any new reporting needs found may be requested by technical direction to the degree permissible under the task order. Unless otherwise specified all monthly reports are due on or before the 15th business day of the month.

SCHEDULE OF DELIVERABLES:

NUMBER	DELIVERABLE TITLE	DELIVERABLE FREQUENCY	FORMAT
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1.1.1.1	Webinar Activity Monthly Report	Monthly	As directed by TOCOR/ATOCOR.
1.1.1.2	Webinars	Monthly, and/or as directed by TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
1.2.1.1	Affinity Group Status Report	Monthly	As directed by TOCOR/ATOCOR.
1.3.1.1	Communications Monthly report	Monthly	As directed by TOCOR/ATOCOR.
1.3.1.2	Communications products	As directed by TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
2.1.1.1	Contract Level Monthly Reports	Monthly	As directed by TOCOR/ATOCOR.
2.1.1.2	TO Level Monthly Reports	Monthly	As directed by TOCOR/ATOCOR.
2.1.1.3	TO Level Annual Reports	Annually, within 30 days of the end of each period of the performance.	As directed by TOCOR/ATOCOR.
OT.1.1.1	P2Tool Project Plan	As directed by TOCOR/ATOCOR.	As directed by TOCOR/ATOCOR.
OT.1.1.2	P2 Tool Monthly Reports	Monthly	As directed by TOCOR/ATOCOR.
OT.1.1.3	P2 Tool Final Report and User Guide	Within two weeks upon completion of project	As directed by TOCOR/ATOCOR.
OT.2.1.1	Partnership Development Monthly Report	Monthly	As directed by TOCOR/ATOCOR.
OT.2.1.2	Partnership Development Strategic Plan	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.
OT.3.1.1	Research Memos, Reports, or other Documentation	As directed by the TOCOR/ATOCOR	As directed by TOCOR/ATOCOR.

1.6 Acceptable Quality Level for Tasks

See Attachment: Quality Assurance Surveillance Plan

I. Limitation of Government's Obligation – EPA Clause EPA-B-32-103:

- (a) Severable services may be incrementally funded. Non-severable services shall not be incrementally funded. Contract line items for the **Base Period** are severable and may be incrementally funded. For these items, the sum of **CLIN 0001, CLIN 0005 CLIN 0009 and CLIN 0013 is \$355,702 (detailed below)** of the total price is presently available for payment and allotted to this contract.
- (b) For items identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those items for the Government's convenience, approximates the total amount currently allotted for those items to the contract. The Contractor shall not continue work on those items beyond that point. Subject to the clause entitled "Termination for Convenience of the Government," the Government will not be obligated, under any circumstances, to reimburse the Contractor in excess of the amount payable by the Government in the event of the termination of applicable contract line items for convenience including costs, profit, and estimated termination costs for those line items.
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (h) of this clause, the Contractor will notify the Contracting Officer, in writing, at least **15 days** prior to the date when, in the Contractor's best judgment, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate **75 percent** of the total amount currently allotted to the contract for performance of the applicable items. The notification will state (1) the estimated date when that point will be reached and (2) an estimate of additional funding, if any, needed to continue performance of the applicable line items up to the next scheduled date for the allotment of funds identified in paragraph (a) of this clause, or to a substitute date as determined by the Government pursuant to paragraph (d) of this clause. If, after such notification, additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause entitled "Termination for Convenience of the Government."
- (d) The parties contemplate that, subject to the availability of appropriations, the Government may allot additional funds for continued performance of the contract line items identified in paragraph (a) of this clause and will determine the estimated period of contract performance which will be covered by the funds. If additional funds are allotted, the Contracting Officer will notify the Contractor in writing. The Contractor shall not resume performance of the contract line items identified in paragraph (a) until the written notice is received. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and to the new estimated period of contract performance. The contract will be modified accordingly.
- (e) The Government may, at any time prior to termination, allot additional funds for the performance of the contract line items identified in paragraph (a) of this clause.
- (f) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default". The provisions of this clause are limited to the work and allotment of funds for the contract line items set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded.
- (g) Nothing in this clause affects the right of the Government to otherwise terminate this contract pursuant to the contract clause entitled "Termination for Convenience of the Government".
- (h) The parties contemplate that the Government may obligate funds to this contract in accordance with the following schedule:

Recapitulation of Pricing

RECAPITULATION OF FUNDING TO DATE BY CALL ORDER PERIOD

	Base Period
CLIN 0001	Funding
Initial Award	\$ 151,091.00
Modification 1	\$ 66,705.00
CLIN 0005	Funding
Initial Award	\$ 50,991.00
Modification 1	\$ 7,396.00
CLIN 0009	Funding
Initial Award	\$ 21,858.00
Modification 1	\$ -
CLIN 0013	Funding
Initial Award	\$ 6,762.00
Modification 1	\$ 50,899.00
Total Funded for Base Period	\$ 355,702.00
Total Base Period Price	\$ 379,933.00
Total Balance to Be Funded for Base Period	\$ 24,231.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE	OF	PAGES
2. AMENDMENT/MODIFICATION NUMBER		3. EFFECTIVE DATE 08/13/2020		4. REQUISITION/PURCHASE REQUISITION NUMBER		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY Raoul D. Scott, Director OMS/ARM/OAS/Policy, Training and Oversight Division US Environmental Protection Agency, Mail Code 3802R 1200 Pennsylvania Avenue, NW Washington, DC 20004		CODE		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) To All EPA Contractors				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NUMBER			
				<input type="checkbox"/> 9B. DATED (SEE ITEM 11)			
				<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NUMBER To all EPA Contracts and Orders			
				<input type="checkbox"/> 10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted;
 or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This contract/order is being modified in accordance with the applicability instructions in interim FAR Case 2019-009, and FAR 4.2105, requiring contracting officers to include FAR clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

See attached for the full text version of FAR 52.204-25. Contractor Acknowledgment of receipt required.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Raoul D. Scott, Director Policy, Training and Oversight Division	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA RAOUL SCOTT Digitally signed by RAOUL SCOTT Date: 2020.07.30 11:40:17 -04'00'	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

Previous edition unusable

52.204-25 Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

As prescribed in 4.2105(b) and in the applicability instructions in interim FAR Case 2019-009, insert the following clause:

Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2020)

(a) Definitions. As used in this clause—

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

Covered foreign country means The People's Republic of China.

Covered telecommunications equipment or services means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Critical technology means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

Substantial or essential component means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) Prohibition. (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e) and excluding paragraph (b)(2), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)